



*Embassy of the United States of America  
Kyiv, Ukraine*

## **JOB OPPORTUNITY ANNOUNCEMENT**

**# 013**

**Date: March 25, 2016**

**TO: ALL MISSION PERSONNEL**

**FROM: CALANDRA HERSRUD – ASSISTANT MANAGEMENT OFFICER**

**SUBJECT: ECONOMIC ASSISTANT**

Interested candidates are invited to apply for this position or refer *qualified and eligible* candidates to the Embassy Human Resources Office. *The application procedure* is outlined at the end of this notice. Questions should be directed to the Human Resources Office.

**POSITION TITLE:** **Economic Assistant**

**OPEN TO:** **ALL INTERESTED CANDIDATES**

**GRADE LEVEL:** **FSN-08, FP-06\* (Full Performance Level)**

**WORK HOURS:** **Full Time, 40 hours per week**

**POSITION TYPE:** **Permanent**

**OFFICE LOCATION:** **Economic Section**

**OPENING DATE:** **Immediate**

**DEADLINE:** **April 8, 2016 at 6 P.M. Kyiv Time**

*\*FP –06 is subject for confirmation with Washington.*

**IMPORTANT ELIGIBILITY NOTE:**

**ALL U.S. CITIZENS, WHO ARE ORDINARILY RESIDENTS IN UKRAINE AND THIRD COUNTRY NATIONAL APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMIT TO BE ELIGIBLE FOR CONSIDERATION. SUCH APPLICANTS ARE REQUESTED TO ATTACH COPY OF THEIR *RESIDENCY PERMIT* TO THE APPLICATION.**

### **BASIC FUNCTION OF POSITION:**

Serves as the Economic Assistant responsible for supporting the industrial and service sectors within Ukraine's economy. Collects information and analyzes and reports on Ukraine's industrial restructuring, including key issues such as privatization, state-owned enterprise reform, modernization, market shares, and input issues. The incumbent works closely with the Foreign Commercial Service, Foreign Agricultural Service, and USAID to promote U.S. business interests and reforms. Investigates and monitors key labor and labor demographic trends, including child or forced labor, labor participation rates, women in the workforce and labor union issues. Collects information, analyzes and reports on reform efforts in the agricultural sector. Monitors the U.S.-Ukraine defense trade and coordinates end-use verification for U.S. defense articles in Ukraine.

### **REQUIRED QUALIFICATIONS:**

#### **EDUCATION:**

Bachelor Degree or equivalent from a university or institute in economics, science, humanitarian or social sciences, or a related field is required.

#### **WORK EXPERIENCE:**

Three years of relevant experience working on political, economic or business issues at a professional level in the public or private sector.

#### **LANGUAGE:**

Level IV (fluent) in English, Ukrainian and Russian is required.

#### **KNOWLEDGE:**

Thorough comprehension of political, economic, social and cultural dynamics; comprehensive understanding of public and private sector economics; familiarity with agriculture, labor, defense, and industrial indicators and terminology.

#### **SKILLS AND ABILITIES:**

Proven analytical skills. Advanced word processing and spreadsheet skills. Ability to draft English language letters, memoranda, and reports with minimal editing.

### **HOW TO APPLY FOR A VACANCY:**

1. Interested candidates for a vacancy MUST submit the Universal Application for Employment form (DS-174) in **ENGLISH**. You can download this form in Microsoft Word or Adobe Acrobat PDF format at: <http://ukraine.usembassy.gov/job-opportunities.html>.
2. Interested candidates must submit their application form by **6 p.m. Kyiv time on April 8, 2016**. Applications received after the deadline will be deemed ineligible and will not be considered further for this vacancy.
3. Please submit your application by email to [KyivHR@state.gov](mailto:KyivHR@state.gov).

Alternatively, you can fax your application to 044-521-51-55 or mail to:

Recruitment  
Human Resources Office  
U.S. Embassy  
4 Igor Sikorsky St.  
Kyiv, 04112

4. If your application exceeds 5MB, your application will be determined invalid.
5. All application documents must be submitted in Microsoft Word and/or Adobe Acrobat PDF formats. JPEG, TIFF, SkyDrive or files other than Microsoft Word and/or Adobe Acrobat PDF format will **NOT** be accepted and your application will be determined invalid.
6. **For U.S. Veteran and U.S. Citizen EFM applicants:** Candidates who claim *U.S. Veterans hiring preference* must provide a copy of their Form DD-214 with their application. Candidates who claim U.S. Citizen EFMs hiring preference should indicate their EFM status in the application form.
7. **For non-Ukrainian Citizen applicants:** To be eligible for this vacancy all U.S. Citizens or Third Country Nationals (TCN), who are ordinarily residents in Ukraine, **MUST** have the required residency permit and attach a copy of such residency permit to your application package otherwise it will be deemed ineligible.

#### **ADDITIONAL SELECTION CRITERIA:**

- Actual hiring for this job is subject to funds availability and should be confirmed by an appropriate bureau before a job offer is made.
- Management may consider the following when determining successful candidacy: nepotism/conflict of interest, budget, and residency status.
- Current employees serving a *probationary period* are not eligible to apply for this position.
- Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
- US Citizen EFMs who are currently employed under *Family Member Appointment* (FMA) or under *Personal Services Agreement* (PSA) are not eligible to apply within the first 90 calendar days of their employment, unless they have a When Actually Employed (WAE) work schedule.
- **U.S. Veterans and U.S. Citizen EFMs will be given preference in hiring over other *equally qualified candidates* in accordance with Section 301 (c) of the Foreign Service Act of 1980.** Candidates who claim *U.S. Veterans hiring preference* must provide a copy of their Form DD-214 with their application. Candidates who claim U.S. Citizen EFMs hiring preference should indicate their EFM status in the application form.

- All qualified EFM candidates will be interviewed by the Post Employment Committee and the hiring office. The PEC selects the candidate for the position and conveys that selection to the Front Office for concurrence.

### **EQUAL EMPLOYMENT OPPORTUNITY STATEMENT**

The U.S. Mission in Kyiv provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.